

# CHANGES TO ACTIVE AND RESERVE PAY

## SPO Information Sheet

### What is changing?

The software that computes your pay is changing in January 2015. We regularly see cost of living increases, BAH changes and the like in January. Implementation of the software engine should not affect those changes. Essentially, you will receive the same pay entitlements; however, Active and Reserve Military, retirees, and annuitants may see pay variations in their January pay. Here is a quick summary of what is changing:

1. The Coast Guard is changing the software which calculates and processes your bi-monthly pay checks.
2. Direct Access will directly calculate and process pay through its Global Pay engine.
3. Your Direct Access official data will immediately impact your monthly pay.
4. The current payroll system, the Joint Uniform Military Pay System (JUMPS), will continue through the current calendar year and process all W-2s as in previous years.

### What SPOs need to know and how SPO personnel can help:

1. Make use of the following Direct Access reports to ensure appropriate and timely action is taken on all pending transactions prior to 18 December 2014:
  - a. Review and act upon Absence Request report – *There are thousands of “old” absence requests that remain in a pending status. It is **strongly** advised that SPOs work with commands and begin reviewing these absence requests and process them as appropriate.*
  - b. Process all pending Pay and Separations transactions.
  - c. Process all pending Statement of Intent (SOI) transactions.
  - d. Review Unit Roster and look for members with expirations of enlistment during the cutover black-out period of 18 December 2014 – 5 January 2015 and ensure appropriate separation or retention documents are entered into Direct Access prior to 18 December 2014.
  - e. Review SPO Exception Report and take immediate corrective action on error feedback received by PPC-ERT
2. Be aware of and participate in current efforts at PPC to assist SPO personnel in using the new software:
  - a. The system has been tested for over two years by IT technicians and HR specialists; final tests, called End-to-End tests, are being conducted by PPC and two groups of SPO YN auditors. This past year has been very busy for these people, and the pending activation of the new pay systems is forefront of IT and HR specialists’ minds.
  - b. There is a group of SPO YNs at PPC who recently received initial training on the new system. This training includes validating the system and reviewing training curriculum for all other YNs and end users (all personnel). The training material will be announced as soon as the new system environment stabilizes and the material has been reviewed.

- c. More information can be found on PPC's website (<http://www.uscg.mil/ppc/da/portal/>). Check frequently for updates and other important messages.

3. **Make sure every member served by your SPO is aware:** (*Share the Member Information Sheet*)

- a. Temporary unavailability of Direct Access! Direct Access will be shut down on 18 December 2014 and not be available until 5 January 2015. That means NO self-service, NO ability to submit personnel transactions, such as leave requests, Dependency changes, PSC orders, BAH, Reserve orders (IDT/ADT/ADOS), Separation requests, ERRs, etc.
- b. Training is available! PPC is offering virtual training sessions. All members are able to familiarize themselves with the upcoming changes. The recorded sessions, power points, and Q&A are available at <http://www.uscg.mil/ppc/pd.asp>. User guides are available at <http://www.uscg.mil/ppc/ps>. Self Service specific information is located here: <http://www.uscg.mil/ppc/da/GlobalPayPreview/>.
- c. Timely personnel and pay actions are critical! Ensure HR and payroll transactions are processed on-time:
  - (1) Direct Access will be unavailable for data entry from 18 December 2014 – 5 January 2015 while the DA is migrated. Not only will SPOs be unable to enter transactions, but PPC will have very limited ability to support and correct pay issues during this time-frame.
  - (2) Ensure SPO notification and Command/Unit level communication regarding the needed PCS endorsement are completed before 18 December 2014 cutoff.
  - (3) There are currently IDT/ADT requests pending from as far back as FY12. Properly processing these drills and processing all December drills prior to the 18 December 2014 shut-down is critical. See ALCOAST 355/14 for more details.
  - (4) Supervisors approve or deny pending Absence Requests (Leave). There are thousands of absence requests from FY12 to present in a pending status. The pending status reflects requests that have been submitted but not yet acted upon. Each pending request has the potential to present complications and impacts to pay if not resolved before the transition to Global Pay in January 2015. Commands must review the status of all pending leave requests within their command and take action to resolve outstanding requests. A report listing all pending absences for any command can be generated in Direct Access. Step by step directions on how to create and manage the Monitor Absence Request report can be found on the PPC website. <http://cglink.uscg.mil/How2RunReport>.
  - (5) Be Patient! When the Direct Access/Global Pay project goes live in January 2015, there will be a limited ability to process retroactive transactions initially.
    - Transactions with effective dates prior to 1 December 2014 will not process automatically, and PPC must handle those transactions manually.
    - Given the significant increase in workload associated with retroactive transactions, back-log due to the Direct Access downtime in December, and project stabilization tasks, PPC may be delayed in resolving pay discrepancies, issuing special offline payments, etc.
    - Bottom line – please be patient. All pay discrepancies will be worked as quickly and accurately as possible.